

EFFECTIVE WITH THE JUNE 9, 10, 11 2003 LANDSCAPE ARCHITECT EXAMINATION
Filing Deadline March 10, 2003

(PLEASE DISREGARD THE FEES INDICATED IN THE APPLICATION)

The Landscape Architect examination fees have been increased by CLARB.
Submit the following fees for the sections you are applying for:

	<u>Exam Fees</u>	<u>Admin. Fees</u>
Section A – Legal & Administrative Aspects of Practice.....	* \$60	\$10
Section B – Analytical Aspects of Practice.....	* \$100	\$10
Section C – Planning & Site Design.....	* \$200	\$10
Section D – Structural Considerations and Materials and Methods of Construction.....	* \$160	\$10
Section E – Grading, Drainage and Storm Water Management.....	* \$200	\$10
Hawaii State Exam – Hawaii Plant Materials.....	\$30	

- * **Make separate postal money order for each part payable to: CLARB**
- Make Admin fees payable to: Commerce & Consumer Affairs

FUTURE FEES (subject to change)
--

EFFECTIVE WITH THE JUNE 14, 15, 16 2004 EXAMINATION
Filing Deadline March 10, 2004

	<u>Exam Fees</u>	<u>Admin. Fees</u>
Section A – Legal & Administrative Aspects of Practice.....	* \$65	\$10
Section B – Analytical Aspects of Practice.....	* \$105	\$10
Section C – Planning & Site Design.....	* \$215	\$10
Section D – Structural Considerations and Materials and Methods of Construction.....	* \$170	\$10
Section E – Grading, Drainage and Storm Water Management.....	* \$215	\$10
Hawaii State Exam – Hawaii Plant Materials.....	\$30	

REQUIREMENTS FOR LICENSURE - LANDSCAPE ARCHITECT

LICENSURE THROUGH ENDORSEMENT

REQUIREMENTS

If you are currently licensed in another jurisdiction, you may become licensed through endorsement if you:

1. Hold a current and valid license;
2. Possess the proper education and/or experience as contained below;
3. Passed the Board-produced exam on Hawaiian Plant Materials; **and**
4. Passed the CLARB exam or the equivalent; **or**
5. Have at least 20 years of landscape architectural work in which you were in responsible charge.

EDUCATION & EXPERIENCE

You must have one of the following:

1. Masters degree in landscape architecture from an approved institution, graduate of a 4-year landscape architectural curriculum from an approved school or college, **and** 2 years lawful landscape architectural experience or part-time equivalent; **or**
2. Graduate of a 4-year landscape architectural curriculum from an approved school or college, **and** 3 years lawful landscape architectural experience or part-time equivalent; **or**
3. Graduate of a 4-year pre-landscape architectural or arts and science curriculum from an approved school or college, **and** 5 years lawful landscape architectural experience or part-time equivalent; **or**
4. 12 years lawful landscape architectural experience or part-time equivalent in lieu of a degree.

NOTE: To be acceptable, your experience must have been under the supervision of a licensed landscape architect. You will need to document your experience in the experience record portion of the application. Additionally, your supervisor(s) will need to verify your experience by completing the "Verification of Supervision" form.

FOREIGN EDUCATION

In addition to the foregoing, graduates of foreign colleges must have their foreign education evaluated if they wish to have their college degree(s) considered.

In order to do this, contact the Licensing Branch at (808) 586-3000 and request an "Application for Evaluation of Foreign Educational Credentials". Complete the form and submit it with the required documents and fee to Educational Credential Evaluators, Inc. (ECE). The address and instructions are on that application form.

Reports are usually prepared by ECE and a copy sent to us within 4-6 weeks following receipt of all required documents.

EXAMINATION (FOREIGN)

If you are licensed and took your exam(s) in a foreign country, you will need to contact that board to have them supply directly to us, the following information in English:

- | | |
|------------------------------------|--|
| 1. Your current licensing status; | 6. Number of questions in each subject area; |
| 2. Exam(s) taken; | 7. Total number of exam questions; |
| 3. Date of the exam(s); | 8. Passing score; and |
| 4. Number of hours of the exam(s); | 9. Grade you obtained. |
| 5. Subjects covered; | |

NOTE: To be acceptable, your exam(s) must be equivalent to those described above.

VERIFICATION OF EXAM/LICENSE

Verification of your **exam scores** and out-of-state license must be accomplished. Send the "Verification of Exam/License" form S-1 to the state in which you were **ORIGINALLY LICENSED BY EXAMINATION** with the appropriate service fee, if any. Contact your state licensing agency for any charge. If more than one form is needed, in cases where the exams were taken in more than one state, please duplicate.

FEE

Attach the **\$75 application fee** (check made payable to *Commerce and Consumer Affairs*).

Note: One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by the Hawaii Administrative Rules, Title 16, Chapter 201, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing should be directed to the agency that issues your license and must be received within 60 days of the date that your application for a license is denied.

SUBMITTALS

In addition to the application fee of \$75, you will need to do the following:

1. Complete the entire application; provide details of your experience in the experience record portion of the application (keeping in mind that "supervisor" refers to licensed landscape architects other than yourself);
2. Provide a copy of all pertinent diplomas or official transcript(s) from an approved school or college or ECE report (if you are a graduate of a foreign college);
3. Send the "Verification of Exam/License" form, S-1; and
4. Provide "Verification(s) of Supervision" forms completed by your supervisor(s), who is a licensed Landscape Architect.

In addition to #1 - 3 above, if you wish to have the CLARB exam waived, you will need to complete the "Verification of Experience in Responsible Charge" form.

LABELS

Print your name and complete mailing address legibly on each label. These labels will be used to notify you of action by the Board on your applications for exam. When completing address on labels, use the abbreviations Apt, Rm or Ste, do not use # sign, periods or commas. The city name should be spelled out in full and zip code after the two-letter state abbreviation.

BOARD'S ADDRESS

Mail all required items to: *Board of EASLA
DCCA, PVL Licensing Branch or
P. O. Box 3469
Honolulu, HI 96801*

Deliver to office location at:
*1010 Richards St., 1st Flr.
Honolulu, HI 96813*

CERTIFICATION OF LAWS AND RULES

In addition to the examination requirements, you must certify to reading, understanding, and agreeing to comply with the laws and rules that the board determines are required for licensure.

LAWS & RULES

To obtain a copy of the laws and rules, send \$1.75 to: *CASHIER, COMMERCE & CONSUMER AFFAIRS, P.O. Box 541, Honolulu, Hawaii 96809*. Price subject to change without notice. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 50¢.

LICENSE FEES

After all requirements are fulfilled, license fees will be due. Notification of amounts will be sent to you at the appropriate time.

BIENNIAL RENEWAL

All licenses, regardless of issuance date, expire on April 30 of each EVEN-NUMBERED year and are subject to renewal by the license expiration date. To ensure receipt of the renewal application which is mailed about 60 days prior to the license expiration date keep the board's office informed of your current mailing address. Renewals received after the license expiration date are subject to late renewal fees and may be restored up to 2 years. After 2 years, a new application for licensure is required.

LICENSURE THROUGH EXAMINATION

EXAMINATION & DEADLINE

The CLARB exam is used and given once a year in June. The filing deadline is March 10.

POSTPONE OR WITHDRAWAL FROM EXAM

Written notice of your inability to be present at the examination you requested for due to postponement or withdrawal must reach the Board's office at least 60 days prior to the first day of the examination.

Requests for postponements shall result in the application of your examination and administration fees applied to the next scheduled examination. Requests for withdrawal shall result in a refund of your examination and administration fees.

Failure by applicants to provide written notice to postpone or withdraw from the examination within the period stated above shall result in the forfeiture of your administration fee and examination fee.

APPLICANTS WITH SPECIAL NEEDS

If you are requesting special testing arrangements due to a disability, call (808) 586-2711 immediately to obtain a *Disability Certification Form* which must be completed by an approved professional, and submitted preferably prior to your exam application, but no later than the exam filing deadline. Determination of qualification for special testing arrangements will then be made and if so, the type of special testing arrangements to be provided.

No action will be taken to provide special testing arrangements until your exam application has been approved.

EDUCATION & EXPERIENCE

You must have one of the following:

1. Masters degree in landscape architecture from an approved institution, graduate of a 4-year landscape architectural curriculum from an approved school or college, **and** 2 years lawful landscape architectural experience or part-time equivalent; **or**
2. Graduate of a 4-year landscape architectural curriculum from an approved school or college, **and** 3 years lawful landscape architectural experience or part-time equivalent; **or**
3. Graduate of a 4-year pre-landscape architectural or arts and science curriculum from an approved school or college, **and** 5 years lawful landscape architectural experience or part-time equivalent; **or**
4. 12 years lawful landscape architectural experience or part-time equivalent in lieu of a degree.

NOTE: To be acceptable, your experience must have been under the supervision of a licensed landscape architect. You will need to document your experience in the experience record portion of the application. Additionally, your supervisor(s) will need to verify your experience by completing the "Verification of Supervision" form. Your experience must be gained by March 10, the filing deadline.

FOREIGN EDUCATION

In addition to the foregoing, graduates of foreign colleges must have their foreign education evaluated if they wish to have their college degree(s) considered.

In order to do this, contact the Licensing Branch at (808) 586-3000 and request an "Application for Evaluation of Foreign Educational Credentials". Complete the form and submit it with the required documents and fee to Educational Credential Evaluators, Inc. (ECE). The address and instructions are on that application form.

Reports are usually prepared by ECE and a copy sent to us within 4-6 weeks following receipt of all required documents.

FEES

Attach the **\$75 application fee** (check made payable to Commerce and Consumer Affairs); **and a separate payment for the applicable exam fee listed below.**

Attach a separate payment for the exam fees. It will be returned to you uncashed if your application is not approved.

	Exam Fees	Admin. Fees
Section A - Legal & Administrative Aspects of Practice.....	* \$ 45.....	** \$10
Section B - Analytical Aspects of Practice	* \$ 85.....	** \$10
Section C - Planning and Site Design.....	* \$175	** \$10
Section D - Structural Considerations and Materials and Methods of Construction.....	* \$140	** \$10
Section E - Grading, Drainage and Storm Water Management.....	* \$175	** \$10
Hawaii State Exam	- - -	** \$30

* Make separate postal money order for each part payable to: CLARB

** Make check payable to: **COMMERCE & CONSUMER AFFAIRS**

SUBMITTALS

In addition to the application fee of \$75, you will need to do the following:

1. Complete the entire application; provide details of your experience in the experience record portion of the application (keeping in mind that "supervisor" refers to licensed landscape architects other than yourself);
2. The applicable exam fee(s);
3. The applicable exam administration fee(s);
4. Provide a copy of all pertinent diplomas or official transcript(s) from an approved school or college or ECE report (if you are a graduate of a foreign college); and
5. Provide "Verification(s) of Supervision" forms completed by your supervisor(s), who is a licensed Landscape Architect.

LABELS

Print your name and complete mailing address legibly on each label. These labels will be used to notify you of action by the Board on your application for exam. When completing address on labels, use the abbreviations Apt, Rm or Ste, do not use # sign, periods or commas. The city name should be spelled out in full and zip code after the two-letter state abbreviation.

BOARD'S ADDRESS

Mail all required items to:

Board of EASLA
DCCA, PVL Licensing Branch **or**
P. O. Box 3469
Honolulu, HI 96801

Deliver to office location at:

1010 Richards St., 1st Flr.
Honolulu, HI 96813

"COMPLETE" APPLICATIONS	Only "complete" applications are considered by the Board. An application is considered complete only after all documents are received. Therefore, you are responsible for insuring that all the " <i>Verification(s) of Supervision</i> " forms are submitted by <u>March 10</u> .
CERTIFICATION OF LAWS AND RULES	In addition to the examination requirements, you must certify to reading, understanding and agreeing to comply with the laws and rules that the board determines are required for licensure.
LAWS & RULES	To obtain a copy of the laws and rules, send \$1.75 to: <i>CASHIER, COMMERCE & CONSUMER AFFAIRS, P.O. Box 541, Honolulu, Hawaii 96809</i> . Price subject to change without notice. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 50¢.
LICENSE FEES	After all requirements are fulfilled, license fees will be due. Notification of amounts will be sent to you at the appropriate time.
BIENNIAL RENEWAL	All licenses, regardless of issuance date, expire on April 30 of each EVEN-NUMBERED year and are subject to renewal by the license expiration date. To ensure receipt of the renewal application which is mailed about 60 days prior to the license expiration date keep the board's office informed of your current mailing address. Renewals received after the license expiration date are subject to late renewal fees and may be restored up to 2 years. After 2 years, a new application for licensure is required.

APPLICATION FOR LICENSURE – LANDSCAPE ARCHITECT

State of Hawaii Board of Engineers, Architects, Land Surveyors & Landscape Architects

Deg: _____ Foreign ECE: _____

Verif of Supvrs: _____

S-1: _____ Verif of Resp. Charge: _____

Check the type of application applying for:

1. _____ Application for Endorsement

a. Licensed in _____

(State)

b. License # _____

c. Exam passed in _____ on _____

(State)

(Date)

d. Other State examined in _____

2. _____ Application for Examination.

Legal Name (First, Middle-LAST)

Residence Address (Include Apt. No., City, State & Zip Code)

Mailing Address (if different from above)

FOR BOARD USE ONLY

License No.

Date Licensed

Social Security Number

Phone No. (days)

Other Names used:

Employer's Name. Address & Phone No.

- (1) Are you at least 18 years of age? YES NO
- (2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? YES NO
- (3) In the past 20 years have you been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
- (4) Has any license ever been suspended, revoked or otherwise subject to disciplinary action? YES NO
- (5) Are there any disciplinary actions pending against you? YES NO
- EXPLAIN 'YES' RESPONSES, PROVIDING DATES, PLACES, AND TYPE OF CONVICTION OR DISCIPLINARY ACTION ON A SEPARATE SHEET.

EDUCATION Indicate if School of L. Arch. with university & clarify Degree, as "B in L. Arch."	Name & Location of School	Dates (Mo/Yr)		Date Graduated	Degree Received	Technical Course
		From	To			
	College/University					

	Other College/University					

(CONTINUED ON BACK)

App..... 244\$75'
Exam Admin 258\$10 x ____ %
Reg 245\$50

CRF C13 \$35/\$70
1/2 Renewal..... 240 \$40
Service Fee..... BCF..... \$15

EXPERIENCE RECORD. (You may attach additional sheets provided that the information is in this format)

ENGAGEMENT NUMBER	DATES (mo/yr) TIME (yrs & mos)			TITLE OF POSITION, NAME OF EMPLOYER & CHARACTER OF EACH EMPLOYMENT. <i>Designate each employment or change in position by a separate letter and a ruled line extending across page. Include magnitude & complexity of work on which engaged, your duties & degree of responsibility. Have in mind that the Examining Committee is more interested in your specific duties rather than the number of persons employed or over-all cost of projects.</i>	YOUR SUPERVISOR	
	FROM	TO	TOTAL TIME		NAME & ADDRESS	LICENSED LANDSCAPE ARCHITECT?
				SUMMARY (By Applicant) TOTAL EXPERIENCE		
				SUMMARY (By Board)		

AFFIDAVIT OF APPLICANT:

I, the person named on this application, being first duly sworn, do depose and say: That I have read this application and know the contents thereof and that, to the best of my knowledge and belief, the foregoing statements are true in substance and effect and are made in good faith. I also certify that I have read, understand, and agree to comply with the laws and rules that the board determines are required for licensure.

Date _____

Signature of Applicant

VERIFICATION OF SUPERVISION - LANDSCAPE ARCHITECTS

The applicant named below has applied for licensure by examination or endorsement with the Board of Professional Engineers, Architects, Surveyors and Landscape Architects. The Board rules require that an applicant for licensure must have worked for a specified number of years under the supervision of licensed landscape architect(s). To verify this period of supervision, this form shall be completed by the applicant's supervisor and mailed to: **Board of Professional Engineers, Architects, Surveyors and Landscape Architects, P. O. Box 3469, Honolulu, Hawaii 96801.**

Name of Applicant:	Name of Supervisor:	
Name of Employer:	Address of Supervisor:	
1. The applicant worked under my supervision from _____ to _____. Total Yrs _____ Mos _____.		
2. During the time indicated above, I was licensed as a:		
a. <input type="checkbox"/> Landscape Architect Certificate No. _____ Date of Licensure _____ State _____		
b. <input type="checkbox"/> Other Profession of Licensure Certificate No. _____ Date of Licensure _____ State _____		
3. What was the scope of your supervision?		
4. Please describe specific assignments given to applicant on projects while under your supervision:		
5. Other comments regarding the applicant:		

I hereby certify that the statements and answers contained in this verification regarding the person named as applicant are true and correct to the best of my knowledge; and the statements given regarding myself are true and correct.

Signature of Supervisor

Date _____

VERIFICATION OF EXPERIENCE IN RESPONSIBLE CHARGE

State of Hawaii, Board of Engineers, Architects, Surveyors & Landscape Architects.

I certify that I have knowledge of at least twenty (20) years of landscape architectural experience in which I, (the applicant), was in responsible charge of the landscape architectural work in which I, (the applicant), was engaged. The following is a description of that work.		
DATES		DESCRIPTION OF LANDSCAPE ARCHITECTURAL WORK
FROM	TO	
<div>Signature of Applicant/Licensed Landscape Architect</div> <div>Date</div>		

A P P L I C A N T	APPLICANT: Complete top of this page and forward to ORIGINAL state of license.				
	Name (LAST, First, Middle)			Other Names used:	
	Address (Include apt. no., city, state and zip code)			Social Security No.	
				Phone No.	
				Circle type of License Held:	
				PE ARCH LAND ARCH LAND SURVEYOR	
License No.		Date Issued			
I hereby authorize the licensing agency in the State of _____ to furnish to the Department of Commerce and Consumer Affairs, State of Hawaii, the information below.					
Date _____ SIGN HERE: _____					

PART II - FOR STATE BOARD ONLY TO COMPLETE						
The above-named person is applying for license in the State of Hawaii. Please complete all information below, affix your board seal and mail directly to: BOARD OF EASLA DCCA, PVL LICENSING BRANCH P.O. BOX 3469 HONOLULU, HI 96801						
	PROFESSIONAL ENGINEER	ENGINEER IN TRAINING	ARCHITECT	LANDSCAPE ARCHITECT	LAND SURVEYOR	CURRENT & GOOD STANDING [] License is in good standing. [] If any pending action or past sanctions, please explain on reverse side.
Certificate Number	_____	_____	_____	_____	_____	
Date Issued	_____	_____	_____	_____	_____	
Valid Until	_____	_____	_____	_____	_____	
Date Applied	_____	_____	_____	_____	_____	
EIT accepted from (name of states):			Indicate DISCIPLINE OF ENGINEERING examined in (Use "NA" if not applicable):			
Examination Subjects		No. of Hours	Grade Obtained	Passing Grade Required	Month & Year Passed	Uniform NCEES, NCARB or CLARB exam?
-----		-----	-----	-----	-----	-----
-----		-----	-----	-----	-----	-----
-----		-----	-----	-----	-----	-----
-----		-----	-----	-----	-----	-----
-----		-----	-----	-----	-----	-----
-----		-----	-----	-----	-----	-----

BY: _____

TITLE: _____

DATE: _____

BOARD SEAL

(if none, please state none)